

# RamPark Information and Instructions for Faculty & Staff Registration

**Angelo State University** requires anyone parking a vehicle on campus to have an active, valid parking permit properly displayed in their vehicle.

RamPark is an **on-line parking registration program** for faculty and staff which you will be able to access during the online registration period. This is only available to faculty and staff who choose to have their permit fee payroll deducted.

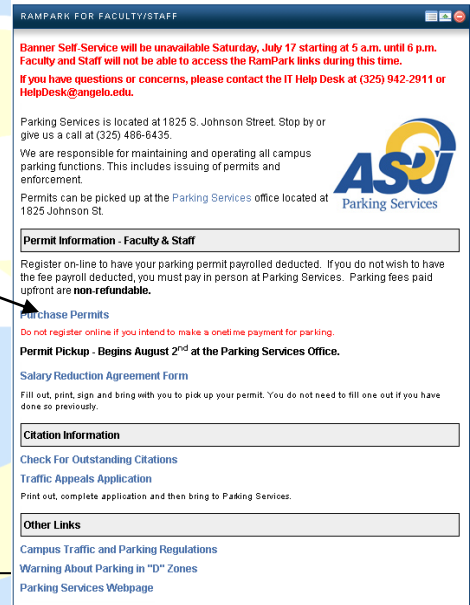
It is a simple process, requiring only that you have your campus ID information, and vehicle information such as **license plate number and state, color, make, model and year of your vehicle.**

Once you complete the process, you will need to come by the **Parking Services Office to pick up your permit.** See our website and Facebook page for more information.

If you need more than one permit, or a permit after on-line registration is closed, you will need to come by our parking office.

## Instructions for purchasing a parking permit:

- 1) Go to RamPort <http://ramport.angelo.edu>
- 2) Click the **Purchase Permits** link in the RamPark For Faculty/Staff channel on the Work Life tab
- 3) If prompted, Select the term
- 4) The **RamPark – Parking Services** screen opens
- 5) Click the **“Purchase a Parking Permit”** link.
- 6) Select type of permit you need
- 7) Click **[Continue]**
- 8) If you already have a registered vehicle, then select the vehicle
- 9) Click **[Purchase Permit]** – go to step 12  
-OR-
- 10) If you do not have a registered vehicle, then fill in the necessary information
- 11) Click **[Add Vehicle]**
  - a. A window will appear asking you to confirm the vehicle information
  - b. Click **[OK]** to add
  - c. Select the vehicle
  - d. Click **[Purchase Permit]**
- 12) A window will appear asking you to confirm the permit type and charge
- 13) Click **[OK]** to complete purchase
- 14) Print out receipt if using a computer that is connected to a printer
- 15) Close the browser window to exit the system
- 16) Come by Parking Services within two weeks of your class term to pick up your permit.



Feel free to stop by our offices or call us at **325-486-6435** if you have questions or just want to find out more about RamPark.